

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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DATE: July 19, 2007 ACLA Letter No. 07-06

TO: All County Lead Agencies

SUBJECT: FISCAL YEAR 2007-08 OFFENDER TREATMENT PROGRAM BUDGET
AND INVOICE PROCESS

REFERENCE: Health and Safety Code Division 10.00 (Chapter 75, 2006 Statutes)
Title 9, California Code of Regulations
ACLA Letter No. 07-xx – FY 2007-08 Offender Treatment Program Allocation
Award Amount

This letter transmits policy changes and invoice revisions for the Fiscal Year 2007-08 Offender Treatment Program (OTP).

Budget

The Department of Alcohol and Drug Programs (ADP) will allocate funds to counties that demonstrate eligibility for the program including the existence or establishment of a drug court, or a similar approach and a county match. The county match shall be contributed in cash or as services of comparable value other than State General Fund (SGF) and shall be at a ratio of nine dollars (\$9) for every one dollar (\$1) of eligible county matching funds.

As noted in ACLA Letter #06-11, counties are required to expend their FY 2006-07 funds by November 30, 2007. The FY 2006-07 funds must be spent in accordance with the approved FY 2006-07 OTP application, which includes a match of county funds and prohibits drug education and administrative costs. However, upon signature of the FY 2007-08 Budget Act, ADP will allow counties to use their FY 2007-08 OTP funds for reasonable administrative and drug education costs. County administrative activities include general administration, planning and policy development, budgeting, accounting, personnel, business services, management analysis, training, and legal.

As a condition of receipt of funds under this award and the approved application, counties must adhere to the terms and conditions for the OTP FY 2007-08 as indicated in Attachment D.

Submission and Reimbursement of Invoices

Each county must provide the ADP with quarterly invoices detailing actual expenditures of OTP and matching funds. ADP will reimburse county OTP expenditures at a ratio of nine dollars (\$9) for every one dollar (\$1) of eligible county matching funds. The amount reimbursed shall not exceed the county's OTP award.



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<http://www.fypower.org>

The FY 2007-08 OTP will operate on the State FY, July 1, 2007 through June 30, 2008. Until the State Budget is signed there will be no spending authority; however, ADP will honor invoices for services rendered for the full first OTP quarter. The first quarterly invoice is due to ADP by October 31, 2007, for the period ending September 30, 2007, and quarterly thereafter.

Counties must submit the invoice electronically and mail a hard copy with original signature. The SACPA county liaison will review the invoice to determine if the expenditures are allowable. Once the invoice is approved, the liaison will forward to the ADP Accounting Branch for payment.

OTP Quarter	Quarterly Dates	Invoice and Quarterly Data Report Due Date
1	July 1, 2007 – September 30, 2007	October 31, 2007
2	October 1, 2007 – December 31, 2007	January 31, 2008
3	January 1, 2008 – March 31, 2008	April 30, 2008
4	April 1, 2008 – June 30, 2008	July 31, 2008

Due to the release date of the OTP FY 2006-07 allocations, the invoice dates will overlap until November. The funding source for each FY is different and must remain separate. Therefore, counties will be required to turn in separate invoices for FY 2006-07 and FY 2007-08.

The FY 2006-07 OTP Invoices will continue to follow the dates identified in ACLA Letter # 06-12. The initial allocations for FY 2006-07 are to follow the OTP County application submitted and approved by ADP.

When the FY 2007-08 Budget Act has been signed and OTP county applications are approved, an allocation letter will be issued and counties may begin spending their FY 2007-08 OTP funds.

After the first quarter, ADP will review FY 2007-08 county expenditures to determine that funds will be fully expended. If ADP finds that a county is not reasonably expected to expend the allocated amount of OTP funds, funds may be re-allocated to other counties.

Counties must submit the OTP Quarterly Data Report with the invoice. After July 1, 2007, the Quarterly Data Report will follow the FY 2007-08 invoice reporting schedule. Payment will not

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be released until the original invoice, electronic copy of invoice, the Quarterly Data Report, and the County Board of Supervisors letter is received. Copies of the OTP invoice and instructions are attached.

ADP will use county OTP invoices as the basis for required audits of county expenditures. Counties must ensure that they have back-up documentation for each line item on the invoice, including county matching funds. For expenditures allocated between OTP and other programs, counties must document the basis on which the allocation of costs (e.g., salaries, benefits, etc.) is made.

The OTP invoice, with the Quarterly Data Report, should be mailed to the following:

California Department of Alcohol and Drug Programs
Office of Criminal Justice Collaboration, Fifth Floor
Attention: *(name of county liaison)*
1700 K Street
Sacramento, CA 95814

If you have questions, please contact your SACPA county liaison or the Office of Criminal Justice Collaboration at (916) 445-7456 or SACPA@adp.ca.gov.

Sincerely,

[Original Signed By]

MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

[Attachment A – OTP Invoice Form A](#)
[Attachment B – OTP Itemized Invoice Form B](#)
[Attachment C – OTP Invoice Instructions](#)
[Attachment D – OTP FY 2007-08 Terms and Conditions](#)